



## Larkhill Centre Community Association

Honorary Secretary  
Larkhill Centre Community Association  
Thorley Lane  
Timperley  
WA15 7AZ

### **General Data Protection Regulations – Your personal information**

#### **Larkhill Centre Community Association Privacy Notice This issue dated 3 December 2021**

The following **Privacy Notice** is a broad description of how the Larkhill Centre Community Association processes your personal information.

We process personal information to enable us to provide a voluntary service to benefit the public of the area specified in our constitution.

More specifically, we administer a record of user groups and their co-ordinators; we raise funds and promote the interests of the charity; we manage our volunteers, and maintain our own accounts and records as required by law.

We process personal information relevant to the above-mentioned purposes which may include: -

- Users of the Centre – Contact details of user group co-ordinators
- Trustees – Personal information required by the Charity Commission
- Members of the management committee – Contact details
- Providers of professional and other services – Contact details of relevant staff of the service provider.

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Enquiries for lettings  
The Larkhill Centre: 0160-980-0864  
(Answerphone service)

[www.larkhillcentre.org.uk](http://www.larkhillcentre.org.uk)

Registered Charity No. 1072775





## Larkhill Centre Community Association

We may share this information with individuals described above for validation purposes.

We may share this information with public bodies as required by law.

We may share this information with appropriate trustees and members of the management committee for business reasons relating to the efficient operation of the charity.

When sharing data is necessary, we take action to ensure that we comply with the provisions of the General Data Protection Regulations (GDPR).

For the purposes of compliance and continuous improvement GDPR will, in future, be an item on the agenda of our monthly management meeting.

There follows a short list of your rights relating to GDPR: -

You have the right to -

- Be informed of the details about you that we process as well as any changes we make

- Access your data

- Rectification and validation of your data

- Erasure when appropriate

- Restrict processing

- Data portability

- Object

- Complain to the regulator if you have any concerns relating to your data – Information Commissioner, 0303 123 1113 [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

Any data breaches will be investigated and reported to the Information Commissioner's Office as may be necessary. We will regularly review our procedures for validating, protecting and managing all personal data.

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### **LCCA Privacy Notice - Covid-19 3 December 2021**

Changes to regulations may require us to amend our policy at short notice. We will make best efforts to do so in a timely manner.

### **General Data Protection Regulations (GDPR) and User Group 'Co-ordinators'**

#### **The data we process – Your data: -**

We keep the following personal data relating to individuals who 'co-ordinate' the activities of groups using our facilities: -

Hardcopy and electronic records of -  
Name  
Address  
Phone numbers (landline/mobile)  
Email address

#### **The legal basis upon which we process this data: -**

The legal basis upon which we process this data is **Contractual**; that is to fulfil contractual interests necessary for the efficient operation of the Centre, including booking/diary management and financial transactions – invoices, payments and accounts.

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### **Record-keeping: -**

The current version of this data is dated 12 July 2021.

Data will be retained until we are advised of a change of co-ordinator (at which point the record will be removed and a new record created) or the contract is ended.

The data will be archived for the period of time required by such bodies as Her Majesty's Revenue and Customs.

The data will be kept 'only as long as necessary for the purposes for which it is collected' (Source – Information commissioner's Office)

All electronic data is password protected and hardcopy data is stored in a secure manner.

End.

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